TREASURY TODAY

Monthly Ledgers

We would like to take this opportunity to thank you, the University community, for your cooperation which enabled Treasury to rationalize the distribution of the ledgers. As you can see, you have received and will be receiving your ledgers more promptly after month-end closing. Should you have any comments, do not hesitate to call Steven Tamas - 4935, Pompeo D'Avella - 4982, or Heather Endre - 4928.

General Accounting

We are in the process of reorganizing the General Accounting area in Treasury and, as part of our review of existing practices, we have noted difficulties in processing journal voucher requests due to a lack of information submitted to us.

In order for us to process journal voucher requests it is imperative that you follow these guidelines:

- Proper back-up documentation and clear, precise reasons for journal vouchers must accompany the request (N.B.: a memo asking to transfer funds from one account to another is NOT acceptable as back-up documentation).

- A request to transfer funds or charges from one series "6000" object code to another "6000" object code must have the following ADDITIONAL information:
  - name of employee
  - hours worked
  - period covered

- The same object code must be used when transferring monies from one organization to another in the operating fund (i.e., "C" organizations).

Effective January 1, 1994 ALL requests for journal vouchers will be returned unprocessed, with an explanation, if the above-mentioned guidelines have not been followed. To assist you in submitting a request for a journal transfer, we will be sending you a standard form to be used for this purpose in the near future.

Budget Department

As per the communiqué from the Office of the Vice-Rector, Institutional Relations and Finance, regarding the implementation of Bill 102, we will be adjusting operating salary budgets to reflect a 1% reduction as outlined in the bill. Revised operating budgets for 1993-94 will be forwarded to all units shortly. Do not hesitate to call Irvin Dudeck at 4939 if you have any questions.

Accounts Payable Department

Our deadline for processing expense report reimbursement payments before our Christmas break is December 16 at noon. Requests received after this deadline will be processed, and payments will be issued either on January 6 or January 13, 1994.

In the new year we will be examining the possibility of reimbursing expense report claims by DIRECT DEPOSIT and we would appreciate receiving your feedback on this subject. You should direct your comments to Rod Parsons, Manager, Accounts Payable, GM-700.

We would like to wish you all the best during the festive season and have a healthy and prosperous new year. ■

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